United Nations ST/AI/2016/2

Secretariat

1 July 2016

Administrative instruction

Repatriation grant

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing annex IV to the Staff Regulations and staff rule 3.19, hereby promulgates the following:

Section 1
General provision

Repatriation grant shall be paid to former internationally recruited staff members under terms and conditions set out in annex IV to the Staff Regulations, staff rule 3.19 and in the present instruction.

Section 2
Eligibility

2.1 Pursuant to annex IV to the Staff Regulations and staff rule 3.19, former staff members who were internationally recruited shall be eligible for payment of the repatriation grant when the following conditions are met at the time of separation of the staff member:

(a) The Organization has the obligation to repatriate the staff member after five years or longer of qualifying service, as defined in section 3 of the present instruction;

(b) The staff member resides outside his or her home country and country of nationality, as defined by staff rule 3.19, while serving at the last duty station;

(c) The staff member has not been dismissed or separated from service for abandonment of post.

2.2 No repatriation grant shall be paid to:

(a) A staff member locally recruited under staff rule 4.4;

(b) A staff member who has permanent residence status in the country of the duty station at the time of separation.

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Section 3
Qualifying service

3.1 Pursuant to staff rule 3.19 (b) (v), qualifying service for purposes of the repatriation grant upon separation from service means five years or more of continuing service on a fixed-term or continuing appointment[1] and residence away from the home country and the country of nationality of a staff member, or from a country where the staff member has acquired permanent resident status.

3.2 Service shall be considered broken by separation from service as defined in staff rule 9.1. If a former staff member is re-employed under staff rule 4.17, a new period of qualifying service shall begin upon his or her re-employment. Qualifying service shall be considered to remain continuous during periods of special leave. However, service credits for purposes of computation of the grant shall not accrue during periods of special leave with partial pay or without pay of one full month or longer.

3.3 When qualifying service outside the home country and the country of nationality or country of permanent residence has been interrupted by service within one of those countries, qualifying service credits towards the repatriation grant shall be counted as follows:

(a) Qualifying service credits towards the repatriation grant shall be reduced by twice the number of completed years and months of non-qualifying service within the home country, or the country of nationality, or country of permanent residence;

(b) After reassignment to a duty station outside the home country and the country of nationality, or country of permanent residence, qualifying service credits towards the repatriation grant shall be restored at twice the normal rate until such time as the service credits reduced by virtue of paragraph (a) above have been restored. Thereafter, qualifying service credits shall accrue at the normal rate until the maximum of 12 years is reached, pursuant to annex IV to the Staff Regulations.

3.4 Qualifying service credits for staff members who have been exceptionally authorized to acquire or maintain permanent resident status in the country of their duty station and subsequently change that status shall begin to accrue from the time such change was made, provided that all other requirements are satisfied.

Section 4
Evidence of relocation

4.1 Pursuant to staff rule 3.19 (d), payment of the repatriation grant after separation from service of an eligible staff member shall require prior submission of documentary evidence satisfactory to the Secretary-General that the former staff member has relocated away from the country of the last duty station.[2]

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[1] In accordance with staff rule 13.1 (a), all permanent appointments shall be governed by the terms and conditions applicable to continuing appointments under the Staff Regulations and the Staff Rules, except as provided otherwise under the same staff rule (13.1 (a)).

[2] Repatriation grant with respect to qualifying service rendered before 1 July 1979 shall be paid to former staff members who meet the conditions of eligibility set out in staff rule 3.19 (c), without evidence of relocation away from the country of the last duty station.

4.2 The requirement of section 4.1 above shall normally be satisfied by submission of a sworn statement made by the former staff member before a Notary Public, Commissioner of Oaths or similar official in the country of relocation to the effect that the former staff member has relocated to a country other than that of the last duty station, and that the relocation is not temporary in nature. The statement shall also include the date and place of relocation, and the address and telephone number of the former staff member in the country of relocation. The statement must be submitted as an original document.

Section 5
Amount and computation of the grant

5.1 After the minimum period of qualifying service of five years has been completed, the repatriation grant shall be calculated at the rates specified in annex IV to the Staff Regulations and on the basis of the number of completed years and months of continuous qualifying service counted in accordance with section 2 of the present instruction.

5.2 Payment of the repatriation grant shall be calculated as follows:

(a) For staff in the Professional and higher categories, on the basis of the staff member's gross salary at the time of separation, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i);

(b) For staff in the Field Service category, on the basis of the staff member's gross salary at the time of separation, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any;

(c) For staff in the General Service and related categories, on the basis of the staff member's gross salary, including language allowance, if any, and non-resident's allowance in respect of staff entitled to payment of such allowance under staff rule 13.8, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

5.3 Where both spouses are staff members and each is entitled, on separation, to payment of a repatriation grant, and taking into account staff rule 4.7, payment shall be made to each, at the rate for a staff member with neither a spouse nor a dependent child at the time of separation, according to their respective entitlements. Where dependent children are recognized, the first parent to be separated may claim payment at the rate applicable to a staff member with a spouse or dependent child. In this event, the second parent may, on separation, claim payment at the rate for a staff member with neither a spouse nor a dependent child at the time of separation for the whole period of qualifying service. Alternatively, if eligible, the second parent may claim payment at the rate for a staff member with a spouse or dependent child for the whole period of qualifying service, from which shall be deducted the difference between the rate for a staff member with a spouse or dependent child and the rate for a staff member with neither a spouse nor a dependent child of the repatriation grant paid to the first parent.

5.4 The amount of the grant shall be adjusted in accordance with the provisions of staff rule 4.17 (c) for staff members appointed by the United Nations within 12 months of separation from any other organization of the United Nations common system.

Section 6
Payment in case of death of eligible staff member

6.1 Payment of the grant to a surviving spouse or one or more dependent children under staff rule 3.19 shall be subject to evidence satisfactory to the Secretary-General of the survivors' relocation from the country of last duty station of the deceased staff member.[2]

6.2 The requirement of section 6.1 above shall normally be satisfied by submission of a sworn statement by the surviving spouse or, where appropriate, the legal representative of the dependent child or children, to the effect that they have relocated to a country other than that of the last duty station, and that the relocation is not temporary in nature. The statement shall also include the date and place of relocation, and the address and telephone number of the survivors in the country of relocation. The statement must be submitted as an original document.

6.3 If there is one such survivor, payment shall be made at the rate for a staff member with neither a spouse nor a dependent child at the time of separation; if there are two or more such survivors, payment shall be made at the rate applicable to a staff member with a spouse or dependent child.

Section 7
Time limitation for submission of claims

7.1 Pursuant to staff rule 3.19, entitlement to a repatriation grant shall cease if no claim, with evidence of relocation as defined by sections 4.2 or 6.2 above, has been submitted within two years after the effective date of separation.[2]

7.2 However, when both spouses are employed by the Organization and the spouse who separates first is entitled to a repatriation grant, the claim for payment of the grant by that spouse shall be considered receivable if made within two years of the date of separation of the other spouse.[2]

Section 8
Final provisions

8.1 As a transitional measure, a staff member who was eligible for a repatriation grant under staff rule 3.19 and ST/AI/2000/5 in effect on 30 June 2016, but who is no longer eligible for such a grant under the present instruction, shall be paid a repatriation grant in accordance with the schedule set out in annex IV to the Staff Regulations in effect on 30 June 2016 for the number of years of qualifying service accrued as at 30 June 2016.

8.2 The present administrative instruction shall enter into force on 1 July 2016.

8.3 Administrative instruction ST/AI/2000/5 is hereby abolished.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management

United Nations ST/AI/2016/3

Secretariat

Distr.: General
1 July 2016

Original: English

Administrative instruction

Special entitlements for staff members serving at designated duty stations

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing General Assembly resolution 70/244, staff regulations 3.2 (a) and (b) and 5.3, and staff rules 3.9 (e) and (h), 5.2 (l) and 7.15 (k), hereby promulgates the following:

Section 1
Conditions for special entitlements

1.1 Internationally recruited staff members serving at designated duty stations shall be eligible for the special entitlements set out in the present instruction, provided they meet the conditions applicable to each entitlement. The duty stations, and the special entitlements applicable to each one, are listed in an annual information circular on classification of duty stations and special entitlements for staff members serving at designated duty stations (hereunder referred to as "the circular").

1.2 Duty stations where staff members are no longer serving and where it is not expected that they will do so in the near future are placed by the International Civil Service Commission on a "reserve list". In the event that staff members are again assigned to a duty station on the reserve list, the special entitlements last approved for such duty station shall apply, pending a new determination by the International Civil Service Commission of the applicable special entitlements.

Section 2
Special entitlements related to education grant

2.1 Staff members eligible for the education grant under staff rule 3.9 who are serving at the duty stations indicated in the second column of annex II to the circular shall be eligible for the special entitlements set out in sections 2.3 to 2.5 below where there are no schools at the duty station that provide schooling in the language or cultural tradition desired by staff members for their children.

2.2 The present instruction shall be applied in conjunction with ST/AI/2011/4 on the education grant and the special education grant for disabled children.

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Additional education grant travel

2.3 Pursuant to staff regulation 3.2 (a) and staff rule 3.9 (h), and in accordance with section 8.3 of ST/AI/2011/4 on the education grant and the special education grant for disabled children, staff members who meet the conditions of section 8 of ST/AI/2011/4 shall be entitled to two round trips of education grant travel for their children in the year in which they are not entitled to home leave.

2.4 If a staff member serving at a duty station designated as giving rise to additional education grant travel chooses not to exercise his or her entitlement to home leave in the year in which he or she would be entitled to do so, two round trips of education grant travel may be granted in respect of his or her child or children for that year.

Additional reimbursement for boarding costs

2.5 Under staff regulation 3.2 (b) and staff rule 3.9 (e), staff members shall be entitled in respect of their children in school attendance at the primary and secondary levels to an additional amount of 100 per cent of boarding costs in addition to the amount of the normal grant, up to a maximum amount per year computed in accordance with section 4.3 of ST/AI/2011/4.

Section 3
Accelerated home leave travel entitlement

Staff members eligible for home leave under staff rule 5.2 who are serving at duty stations classified by the International Civil Service Commission in hardship categories D or E that do not fall under the rest and recuperation framework shall be granted, under staff rule 5.2 (l), accelerated home leave travel once every 12 months in accordance with the provisions of ST/AI/2015/2/Rev.1 on home leave. The duty stations designated for accelerated home leave are indicated in the fifth column of annex II to the circular.

Section 4
Special shipment entitlements

4.1 Internationally recruited staff members serving at designated duty stations shall be eligible for special shipment entitlements under staff rule 7.15 (k) and the provisions of the present instruction. The designated duty stations for the entitlements under sections 4.3 and 4.4 below are indicated in the fourth column of annex II to the circular.

4.2 The relevant provisions of staff rule 7.15 and of ST/AI/2015/1 on excess baggage, shipments and insurance shall apply to the special shipment entitlements.

Additional annual shipment entitlement

4.3 An additional annual shipment entitlement of 50 kilograms or 0.31 cubic metres under staff rule 7.15 (k) (i) may be granted to staff members in receipt of post adjustment at a designated duty station subject to the following conditions and in accordance with ST/AI/2015/1:

(a) The shipment is to the designated duty station;

(b) The entitlement is normally exercised in conjunction with home leave, but may be granted independently of such leave, provided it is exercised in the calendar year in which home leave falls due;

(c) The entitlement shall not arise in connection with travel on reassignment or transfer to and from the designated duty station;

(d) Payment of the shipment expenses may not exceed the cost of shipment from the place of home leave to the duty station.

Shipment entitlement on birth or adoption of an infant

4.4 The additional 50-kilogram shipment entitlement under staff rule 7.15 (k) (ii) in connection with the birth or adoption of an infant, whether at the duty station or away from the duty station, shall be granted subject to the following conditions:

(a) The entitlement shall be used solely for articles needed for the infant;

(b) When the child is born or adopted outside the duty station and travels to the duty station on home leave travel, the special 50-kilogram shipment entitlement shall be in addition to the unaccompanied shipment entitlement on home leave travel under staff rule 7.15 (g).

Section 5
Reimbursement of basic medical examinations

5.1 Staff members assigned to a country listed in annex III to the circular shall be entitled to reimbursement of the costs of basic medical examinations and tests for themselves, and for their spouse and dependent children whose travel to the duty station has been paid by the United Nations, in accordance with the provisions of this section.

5.2 Staff members shall be entitled to reimbursement of the cost of one medical examination and related tests in any two-year period for themselves and their eligible family members. Reimbursement shall be within limits considered customary and reasonable at the duty station, and shall not exceed a maximum amount of $350 per person.

5.3 Reimbursement claims shall be submitted to the staff member's executive or administrative office, together with appropriate receipts specifying the examinations and tests taken.

5.4 The results of the examinations or tests shall not be reported to the Organization unless the staff member so requests. In such case, the results shall be sent directly to the Medical Service.

Section 6
Final provisions

6.1 The present instruction shall enter into force on 1 July 2016.

6.2 Administrative instructions ST/AI/2000/6 and ST/AI/2000/6/Amend.1 are hereby abolished.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management

United Nations ST/AI/2016/4

Secretariat

Distr.: General
1 July 2016

Original: English

Administrative instruction

Excess baggage, shipments and insurance

The Under-Secretary-General for Management, pursuant to section 4.2 of the Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing General Assembly resolution 70/244 and staff rules 7.15, 7.16, 7.17 and 7.19, hereby promulgates the following:

Section 1
Definitions

The following definitions apply for the purpose of the present instruction:

(a) *Excess baggage*: any accompanied baggage, for example, effects and goods normally required for personal use, excluding animals, not carried free of charge by the transportation companies;

(b) *Non-family duty station*: a duty station designated as non-family by the Chair of the International Civil Service Commission, following the decision of the Department of Safety and Security of the Secretariat, where, for reasons of safety and security, all eligible dependants are restricted from being present at the duty station;

(c) *Personal effects and household goods*: effects and goods normally required for personal or household use, excluding animals and power-assisted vehicles,[1] subject to the provisions of section 12 below;

(d) *Relocation shipment*: full removal of personal effects and household goods on the basis of the maximum entitlement provided under the provisions of the present administrative instruction;[2]

(e) *Unaccompanied shipment*: shipment of personal effects and household goods on the basis of the maximum entitlement provided under the provisions of the present administrative instruction that are shipped separately from the staff member's travel;

(f) *Mission area*: the area of operations of peacekeeping operations and special political missions as defined by the Assistant Secretary-General for Human Resources Management, in consultation with the Under-Secretary-General for Field Support.

[1] Staff rule 7.15 (c).
[2] Staff rule 7.16 (a).

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Section 2
General provisions

The present administrative instruction shall apply to staff members who are entitled to payment of costs associated with excess baggage and unaccompanied shipments under staff rule 7.15, relocation shipment under staff rule 7.16 and insurance under staff rule 7.19, for shipments authorized in accordance with the present instruction.

Part I
Excess baggage

Section 3
Conditions of entitlement

3.1 Staff members travelling by air on official travel shall be entitled to payment of the cost of accompanied excess baggage, in respect of themselves and, where applicable, their eligible family members for one bag in addition to their free baggage allowance provided by a commercial air carrier when calculated on the basis of pieces and size of baggage, or up to 25 kilograms when calculated on the basis of weight, per traveller.

3.2 When no free baggage allowance is provided by a commercial air carrier, staff members travelling on official travel, and, where applicable, their eligible family members shall be reimbursed for fees charged by the airlines for the payment of the cost of accompanied baggage, equivalent to the charge for one checked bag up to 23 kilograms per eligible traveller, in addition to the excess baggage allowance provided under section 3.1 above.

3.3 Charges for excess baggage beyond the limits provided for in section 3.1 above shall not be reimbursable unless, in the opinion of the Secretary-General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement.

Section 4
Conversion of excess baggage to unaccompanied shipment

4.1 Staff members who are entitled both to accompanied excess baggage and an unaccompanied shipment to the same destination may forgo the excess baggage entitlement for themselves and their eligible family members in return for an increase by an equivalent weight in their entitlement to unaccompanied shipment, whether by air or surface means of transport, subject to the most economical means.

4.2 The provisions in section 4.1 above shall apply when the baggage allowance is calculated by airlines on the basis of weight and not when calculated, for any portion of the journey, on the basis of pieces and size of baggage.

Section 5
Conversion to excess baggage of unaccompanied shipment on home leave, family visit or education grant travel

Pursuant to section 7.3 below, when a staff member has an entitlement to an unaccompanied shipment of 50 kilograms or 0.31 cubic metres for home leave,

family visit or education grant travel, that entitlement may be converted into an additional 10 kilograms of accompanied excess baggage for each eligible traveller, in addition to the excess baggage provided in section 3.1 above.

Section 6
Claims and requests relating to accompanied excess baggage

Claims for reimbursement of excess baggage charges and requests for conversion of accompanied excess baggage to unaccompanied shipment and for conversion of unaccompanied shipment to accompanied excess baggage under the provisions of the present instruction shall be made in accordance with the procedures set out in the information circular on excess baggage, shipments and insurance.

Part II
Unaccompanied shipments

Section 7
Unaccompanied shipments on home leave, family visit or education grant travel

7.1 Staff members are entitled to unaccompanied shipment of personal effects or household goods, by the most economical means, when travelling on home leave, family visit or education grant. The entitlement to unaccompanied shipment may be paid up to a maximum of:

(a) 50 kilograms or 0.31 cubic metres per person and in respect of each journey, to and from the authorized destination, except as provided in subsection (b) below;

(b) 200 kilograms or 1.24 cubic metres for travel on education grant for the first outward journey to and the final return journey from an educational institution.

7.2 The entitlement to unaccompanied shipment on education grant travel for the first outward journey to and the final return journey from an educational institution in section 7.1 (b) above may also be authorized for each eligible child only once more during a staff member's service with the Organization in connection with the change of educational institution to a different city or locality.

7.3 The entitlements to incoming and outgoing shipments on home leave, family visit and education grant travel may be combined and exercised in whole or in part as either incoming or outgoing shipment, provided the total is within the combined entitlement in accordance with section 7.1 (a) above. Furthermore, the first outward and final return journey shipments on education grant travel may be combined and exercised in whole or in part as either incoming or outgoing shipment, provided the total is within the combined entitlement provided in section 7.1 (b) above.

7.4 The entitlement to unaccompanied shipment on home leave, family visit and education grant travel shall be waived when a staff member opts for a lump-sum[3] payment in lieu of all entitlements related to the particular travel.

[3] See section 12 of ST/AI/2013/3, entitled "Official travel", which deals with lump-sum option for travel on home leave, family visit and education grant travel.

Section 8
Unaccompanied shipments for staff holding a temporary appointment

8.1 A staff member who is granted a temporary appointment[4] for one month[5] or longer and is regarded as internationally recruited[6] may be entitled to payment of the cost of unaccompanied shipment up to a maximum of 100 kilograms or 0.62 cubic metres, by the most economical means, on travel on appointment and on separation from service.

8.2 Unaccompanied shipping entitlements of a staff member who is offered successive temporary appointments subject to international recruitment shall be guided by section 11.3 of ST/AI/2010/4/Rev.1, entitled "Administration of temporary appointments", or as amended.

8.3 Owing to its temporary nature, the exceptional renewal of a temporary appointment beyond 364 days, and up to a maximum of 729 days, shall not give rise to additional entitlement to unaccompanied shipment in excess of that provided under section 8.1 above.

Section 9
Unaccompanied shipments for staff members holding an appointment other than a temporary appointment

Staff members on assignment for less than one year

9.1 A staff member holding an appointment other than a temporary appointment who is assigned from one duty station to another for a period of less than one year is entitled to the payment of unaccompanied shipment up to a maximum of 100 kilograms or 0.62 cubic metres by the most economical means.

9.2 When the total expected duration of service at the duty station, including the period during which the staff received the daily subsistence allowance, is extended to reach a total period of one year or longer, the staff member may be entitled to payment of the shipment of personal effects and household goods up to the difference between the entitlement utilized under section 9.1 above and the maximum entitlement established under section 9.3 below, on condition that the staff member's services are expected to continue for more than six months beyond the proposed date of arrival of the personal effects and household goods.

Staff members appointed or assigned for one year or longer

9.3 A staff member whose appointment or assignment is for one year or longer or who transfers to another duty station or separates from service from an appointment of one year or longer is entitled to payment of the shipment of his or her personal effects and household goods by the most economical means up to a maximum of:

(a) 1,000 kilograms or 6.23 cubic metres for the staff member;

(b) 500 kilograms or 3.11 cubic metres for the first family member;

[4] Temporary appointments are governed by staff rule 4.12 and administered under ST/AI/2010/4/Rev.1, entitled "Administration of temporary appointments", or as amended.

[5] "One month" shall be counted from the first day to the last day of a calendar month (for example, 1 to 31 May) or the period extending from a date in one calendar month to the date preceding the corresponding date in the following month (for example, 15 May to 14 June), as appropriate.

[6] International recruitment status is governed by staff rule 4.5.

(c) 300 kilograms or 1.87 cubic metres for each additional family member authorized by, and travelled at the expense of, the Organization.

Additional shipment entitlements for international staff serving at designated duty stations

9.4 Internationally recruited staff members holding a fixed-term or continuing appointment serving at duty stations designated by the International Civil Service Commission shall have the following special entitlements in accordance with the provisions of the administrative instruction on special entitlements for staff members serving at designated duty stations and as set out in an information circular on classification of duty stations and special entitlements for staff members serving at designated duty stations:

(a) An additional yearly shipment to the duty station in the amount of 50 kilograms or 0.31 cubic metres for the staff member and each eligible family member for whom the Organization has paid travel costs to the duty station;

(b) For staff assigned to a family duty station, an additional 50 kilograms or 0.31 cubic metres of shipment to the duty station in connection with the birth or adoption of an infant;

(c) When exercising their unaccompanied shipment entitlement of 50 kilograms or 0.31 cubic metres on home leave, family visit or education grant travel, or their alternative entitlement to increased accompanied excess baggage under section 5 above, internationally recruited staff members serving at designated duty stations may combine the shipment entitlements associated with both legs of the travel into one shipment;

(d) The cost of transporting a privately owned motor vehicle to one of the duty stations designated for that purpose, as listed in the information circular on transportation of privately owned automobiles, may be partially reimbursed under the conditions provided in section 20 below.

Shipment entitlement of staff members assigned, reassigned or transferred from a family to a non-family duty station

9.5 When an internationally recruited staff member holding a fixed-term or continuing appointment is reassigned or transferred from a family duty station to a non-family duty station for one year or longer, only the staff member himself or herself shall be entitled to the payment of costs associated with the shipment of his or her personal effects and household goods of up to the maximum amount provided in section 9.3 (a) above to the non-family duty station by the most economical means.

9.6 When an internationally recruited staff member holding a fixed-term or continuing appointment is reassigned or transferred from a family to a non-family duty station for a period of one year or longer, he or she may be entitled to the payment of the cost of unaccompanied shipment in respect of his or her eligible family members who are authorized to travel to the home country for the purpose of relocation in the amounts set out in sections 9.3 (b) and 9.3 (c) above to the authorized destination. The transportation cost of the unaccompanied shipment provided under the present section shall not exceed the cost of transportation between the family duty station and the staff member's place of home leave.

9.7 When an internationally recruited staff member holding a fixed-term or continuing appointment is temporarily assigned from a family duty station to a non-family duty station and eligible family members are authorized to travel on one-way advance home leave travel, the shipping entitlement applicable to home leave travel under section 7.1 (a) shall apply.

Part III
Relocation shipment

Section 10
Eligibility

10.1 An entitlement to relocation shipment for full removal of personal effects and household goods shall arise in respect of service at a headquarters duty station or other duty station classified in the same category in the following circumstances:

(a) On initial appointment for a period of two years or longer;

(b) On change of duty station, provided that the staff member is expected to serve, from the beginning of the appointment or assignment, at the new duty station for a period of two years or longer;

(c) On separation from service, provided that the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service, and:

(i) Had been granted relocation shipment to the duty station or a prior duty station in the course of a period of uninterrupted service; or

(ii) Had been recruited at the duty station from which he or she was separating and was repatriating to the place of home leave or other location in accordance with staff rule 7.1 (b).

No entitlement to relocation shipment shall arise with respect to service at a non-family duty station or a duty station not classified as a headquarters duty station.[7]

10.2 A staff member who is eligible for relocation shipment under section 10.1 above shall be entitled, by the most economical means, to:

(a) a standard 20-foot container (equivalent to 33.2 cubic metres) for a staff member without a spouse or dependent child;

(b) a standard 40-foot container (equivalent to 67.7 cubic metres) for a staff member with a spouse or dependent child residing at the official duty station.

10.3 A staff member may opt not to exercise his or her entitlement to relocation shipment provided in section 10.2 above and instead elect for payment of unaccompanied shipment of personal effects and household goods provided in section 9.3 above, or for the relocation grant under part V below. However, the staff member

[7] Under International Civil Service Commission hardship classification standards, "H" (headquarters) category comprises headquarters duty stations and other duty stations in similar locations where the United Nations has no developmental or humanitarian assistance programmes or in member countries of the European Union. These duty stations are listed in the information circular on classification of duty stations and special entitlements for staff members serving at designated duty stations (see ST/IC/2015/3 or as amended).

will no longer be entitled to relocation shipment when he or she separates from service from the initial duty station that gave rise to the entitlement to relocation shipment. Nonetheless, the relocation shipment entitlement may be reinstated if the staff member is subsequently assigned to a new duty station that gives rise to the entitlement.

Storage of personal effects and household goods

10.4 When a staff member who was granted relocation shipment pursuant to section 10.1 is assigned to a new duty station that does not give rise to an entitlement to relocation shipment, or from a duty station at which he or she had a relocation shipment entitlement or would have had such entitlement on appointment from outside the duty station, the United Nations shall pay the costs of storage of personal effects and household goods, provided that:

(a) The quantity of personal effects and household goods stored does not exceed the difference between the maximum allowance in cubic metres under section 10.2 and the amount in cubic metres actually shipped under section 9.3 above; and

(b) The charges do not extend beyond the five-year period (including any period of special leave without pay) following the effective date of the assignment. However, when a staff member's assignment is extended beyond five years for a period of up to two years at the same duty station, storage charges may continue to be paid for the period of such extension.

10.5 Pursuant to section 10.4 above, the charges to be paid shall include insurance coverage as provided in section 23.4 below.

10.6 Storage charges shall not be paid in the case of assignments not involving a change of official duty station.

Part IV
Conditions that apply to both unaccompanied shipment and relocation shipment

Section 11
Loss of entitlement to unaccompanied shipment or relocation shipment

11.1 A staff member who, upon separation from service, is not entitled to payment of return travel expenses for himself or herself, and their eligible family members if applicable, shall not be entitled to payment of excess baggage, unaccompanied shipment or relocation shipment under the provisions of the present instruction.

11.2 Upon separation from service, entitlement to unaccompanied shipment or relocation shipment shall cease if the shipment has not commenced within two years of the date of separation.

11.3 Notwithstanding the provisions of section 11.2 above, where both spouses are staff members and the spouse who separates first is entitled to unaccompanied shipment or relocation shipment, his or her entitlement shall not cease until two years after the date of separation of the other spouse.

11.4 A resignation after completing less than one year of service, or two years of service for staff entitled to relocation shipment, shall result in the loss of

unaccompanied shipment under section 9.3 above and the loss of relocation shipment under section 10.2 above on separation from service.

11.5 The Assistant Secretary-General for Human Resources Management may determine that there are compelling circumstances that do not warrant the loss or adjustment of the relocation shipment entitlement under section 11.4 above.

Section 12
Personal effects and household goods

12.1 The transportation of privately owned automobiles may be partially reimbursed under the provisions of section 20 of the present instruction.

12.2 Unaccompanied shipment or relocation shipment shall be subject to the following conditions:

(a) Flammable and hazardous materials shall in no case be shipped at the expense of the Organization or be included in any shipment that it has arranged;

(b) The personal effects and household goods to be transported must be for the staff member's use or for that of his or her eligible family members;

(c) For relocation shipments, the personal effects and household goods must have been in the staff member's possession at the time of his or her appointment, change of duty station or separation, as applicable.

Section 13
Determination of weight or volume maxima

13.1 The weight or volume maxima of a staff member's shipment entitlements are determined in accordance with the provisions of the present instruction. When crating or lift vans are not used, but goods are packed into suitcases, cartons or trunks, the total weight or volume of the suitcases, cartons or trunks shall be considered the net weight or volume.

13.2 A staff member will be considered to be within his or her entitlement if the shipment does not exceed either the weight or volume allowable under the provisions of the present instruction. If the shipment exceeds both the weight and volume maxima specified in the present instruction and additional charges are incurred as a result, the charges to be paid by the staff member shall be calculated on the basis of the ratio of the lesser amount of the excess net figure to the total net figure of the weight or volume shipped.

13.3 If the packing company cannot provide a weight or volume figure in net terms, that is, inclusive only of packing, as well as gross terms, that is, inclusive also of crating and lift vans, the net weight or volume shall be determined on the basis of two thirds of the gross weight or volume of the shipment. The Organization shall in no case recognize any difference between gross and net weight or volume that exceeds one third of the gross weight or volume. Should the crating exceed one third of the gross weight or volume, the difference shall be considered as part of the net shipment.

13.4 The unaccompanied shipment entitlements exercised under section 7.1 (a), 8.1 and 9.1 above shall not include the payment of the cost of packing, crating, lift vans, unpacking and uncarting. Only the cost of cartage shall be paid.

Section 14
Payment of costs related to shipment

Payment of costs related to the shipment shall be in accordance with the provisions of the present instruction. The following costs shall not be payable:

(a) Import and export duties;

(b) Delivery from a storage warehouse to the staff member's residence, unless storage at United Nations expense has been authorized;

(c) Storage and demurrage charges shall not be paid unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.

Section 15
Mode of transportation and conversion to alternative modes

15.1 Shipment shall be made by the most economical means, as determined by the Secretary-General, in which case the full entitlement provided by the Staff Rules and the present instruction shall apply, regardless of the mode of transportation.

15.2 When surface shipment is the most economical means of transport, conversion to air shipment may be authorized in accordance with the following provisions:

(a) On the basis of one half the weight or volume of the surface entitlement:

(i) The entire surface shipment entitlement under sections 7, 8 and 9 may be converted to air freight at the request of the staff member;

(ii) Part of the surface shipment entitlement under sections 7, 8 and 9 may be converted to air freight, provided the Secretary-General determines that such partial conversion is necessary to meet urgent needs. However, no partial conversion shall be authorized for the 50 kilograms or 0.31 cubic metres shipment entitlement on home leave, family visit or education grant travel under section 7.1 (a);

(b) Exceptionally, the surface entitlement under sections 7, 8 and 9 may be converted to air freight on the basis of the full weight and volume:

(i) When the Secretary-General determines that there is an extraordinary risk of damage to, or loss of, a surface shipment in transit;

(ii) When a staff member is appointed or assigned to a non-family duty station for a period of six months or longer but less than one year, and the Secretary-General determines that this is justified by the operational requirements of the assignment;

(iii) When the normal shipping time would exceed three months, except for shipments on home leave, family visit or education grant travel under section 7.1 (a) above;

(c) A portion of up to 10 per cent of the surface entitlement under section 9.3 above may be converted to air freight on the basis of full weight or volume on appointment, on assignment of more than one year or on transfer, provided the staff member is appointed, assigned or transferred to a duty station other than a

headquarters duty station or other duty station classified in the same category. No conversion under the present subsection shall be made on separation from service;

(d) If a portion of the surface shipment entitlement is converted to air freight on the basis of full weight and volume under section 15.2 (c) above, the remaining surface shipment entitlement may be converted to air freight on the basis of the one-half rule.

Part V
Terms and conditions that govern the application of relocation grant

Section 16
General

16.1 On travel on appointment, assignment, transfer or separation from service, internationally recruited staff members entitled to unaccompanied shipment or relocation shipment may opt for a lump-sum payment in lieu of the entitlement provided in sections 8.1, 9.1, 9.3 and 10.2 above. This lump-sum option shall be known as a "relocation grant".

16.2 The relocation grant shall not apply to movements within the same country or within the same mission area, irrespective of whether the mission area covers multiple countries. In such instances, staff members shall retain their shipment entitlement prescribed in the present instruction. Wherever feasible, United Nations transportation facilities shall be utilized for the shipment of the staff member's personal effects and household goods at no cost to the staff member.

16.3 The relocation grant shall be determined at rates set out in a separate information circular. The payment of the relocation grant at the dependant rate on appointment, assignment or transfer pursuant to section 16.1, shall be subject to the arrival of at least one eligible family member who travelled to the duty station at the expense of the Organization more than six months prior to the expected end of the service at the duty station. Upon separation from service, the payment of relocation grant at the dependant rate shall be subject to the departure of at least one eligible family member who travelled from the duty station at the expense of the Organization.

16.4 The relocation grant amount is based on the staff member's recognized status at the time of the relocation. It is not subject to adjustment afterwards, except as provided in section 17.5. Consequently, a change in the staff member's status (that is, marriage, divorce, newborn child, adoption, a child who ceases to be a recognized dependant or any other change in the staff member's personal status) after the relocation grant has been paid will not give rise to an additional payment at that duty station. Any new entitlement may be paid only on the next relocation.

16.5 Except as provided under section 18.1, the relocation grant shall not be available on a partial basis and shall not be combined with the unaccompanied shipment or relocation shipment entitlements. By opting for the relocation grant, a staff member agrees to waive the entitlement to unaccompanied shipment or relocation shipment that would otherwise apply.

16.6 No proof of how the relocation grant is used is required. Its use is at the discretion of the staff member, in any manner deemed best to facilitate his or her relocation.

16.7 The Organization is not responsible for any delays in the arrival of personal effects or household goods or additional expenses that may be incurred or liabilities that may arise as a result of opting for the relocation grant. It is the staff member's responsibility to take out appropriate insurance. Where possible, the Organization may assist staff members in facilitating customs clearance and applicable import/export procedures.

Section 17
Conditions of the relocation grant

Staff holding temporary appointments

17.1 On travel on appointment or separation from service, staff members who are regarded as internationally recruited and granted a temporary appointment may opt for the relocation grant in lieu of their shipment entitlement provided in section 8.1, subject to the conditions of section 8.2. Pursuant to section 8.3, the exceptional extension of a temporary appointment to reach a period of one year, or up to a maximum of 729 days, shall not give rise to any further payment of the relocation grant.

17.2 Notwithstanding the provisions of section 8.2 above, a staff member who is internationally recruited and granted a temporary appointment may be entitled to payment of the difference between the relocation grant payable in lieu of shipment of personal effects under section 9.3 and the amount paid in lieu of shipment of personal effects under section 8.1 if the staff member is subsequently granted a fixed-term appointment of one year or longer at the same duty station.

17.3 In compliance with section 8.2, a staff member who is offered successive temporary appointments shall be eligible to opt for the relocation grant in lieu of the unaccompanied shipment only when at least three months have elapsed between separation and re-employment on the subsequent temporary appointment at the same duty station.

Staff holding an appointment other than a temporary appointment on assignment of less than one year

17.4 For an assignment of less than one year, a staff member holding an appointment other than a temporary appointment, who is entitled to unaccompanied shipment, may opt for the relocation grant in lieu of the shipment entitlement provided in section 9.1 above. When an assignment of less than one year is subsequently extended so that the total period reaches one year or longer, inclusive of the period of payment of a daily subsistence allowance, the staff member may be entitled to payment of the difference between the amount payable in lieu of unaccompanied shipment entitlements under section 9.3 above and the amount paid in lieu of shipment of personal effects under section 9.1. The payment of the balance of the relocation grant shall be made only when the extension of the assignment occurs at least six months prior to the expected end of the assignment at the duty station.

When both spouses are staff members of the United Nations or the United Nations common system

17.5 When both spouses are staff members of the United Nations or another organization of the United Nations common system, upon travel on appointment,

change in duty station or separation from service at the expense of the Organization the relocation grant option shall be administered as follows:

Travel to the same duty station

(a) When both staff members travel to the same duty station at the same time, with or without dependent children, the relocation grant shall be paid at the prevailing family rate. Where there are dependent children, the relocation grant shall be paid to the parent of whom the children are recognized as being dependants and who received dependency allowance;

(b) When both staff members travel to the same duty station at different intervals separated by a period of six months or longer, and without dependent children, each staff member shall be eligible to opt for the relocation grant at the single rate. If their travel is separated by less than six months, they shall receive the combined relocation grant payment at the family rate;

(c) When both staff members travel to the same duty station at different times separated by a period of six months or longer, and with dependent children, the parent of whom children are recognized as being dependants shall be eligible to opt for the relocation grant at the family rate. The family rate shall be paid, provided that at least one of the dependent children travels to the duty station at the Organization's expense with payment of assignment grant. The parent of whom the children are not recognized as dependants shall be eligible to opt for the relocation grant at the single rate;

Travel to different duty stations

(d) When both staff members travel to different duty stations, each staff member may opt for the relocation grant at the single rate. If the staff members have dependent children, the relocation grant shall be paid at the family rate to the parent to whom the children are recognized as being dependants and receives dependency allowance, provided at least one of the dependent children travels to the duty station at the Organization's expense with payment of assignment grant.

On separation from service

17.6 Upon travel on separation from service from the same duty station, where both spouses are staff members of the United Nations or another organization of the United Nations common system, the option for relocation grant shall be applied as follows:

(a) When both staff members separate within a period of less than six months of each other, only one combined relocation grant shall be paid at the family rate;

(b) When both staff members separate at different intervals separated by a period of six months or longer, and without dependent children, both spouses may each receive the relocation grant at the single rate;

(c) When both staff members separate at different intervals separated by a period of six months or longer, and where there are dependent children, the parent to whom the children are recognized as being dependent shall receive the relocation grant at the family rate, provided at least one of the dependent children travels on separation at the Organization's expense. The parent to whom the children are not

recognized as dependants shall be eligible to opt for the relocation grant at the single rate.

17.7 When both staff members separate from different duty stations, each staff member may receive the applicable relocation grant. Where there are dependent children, the staff member of whom the children are recognized as being dependants may receive the relocation grant at the family rate, provided at least one dependent child travels on separation at the Organization's expense.

Section 18
Recovery and adjustment of the relocation grant

18.1 Notwithstanding the provisions of section 16.5 above, the relocation grant paid in lieu of shipment of personal effects under sections 9.3 or 10.2 may be recovered or adjusted under the following conditions:

Change of duty station

(a) When a change of duty station takes place within one year of a staff member's appointment or assignment, the relocation grant will not be recovered. However, if the option for a relocation grant is selected upon the change of duty station, the amount of the relocation grant payable on the change of duty station shall be that proportion of the full grant that the completed months of service at the preceding duty station bears to 12 months;

Return to the same duty station within 12 months

(b) When a change of official duty station or a new appointment involves a return to the same duty station at which the staff member was last stationed, and where a relocation grant had been paid, the full amount of the relocation grant shall be paid only when the staff member has been absent from that place for at least 12 months. If the option for a relocation grant is elected on return to the same duty station, the amount payable shall be that proportion of the full relocation grant that the completed months of absence bears to 12 months;

Resignation

(c) In the event a staff member resigns before completing one year of service at the duty station on appointment or assignment, the relocation grant paid in connection with the appointment or assignment shall be prorated and recovered on the basis that the number of months served bears to 12 months. No payment of relocation grant on separation shall be made where there is no entitlement to return travel, which results in the loss of an entitlement to unaccompanied shipment of personal effects or relocation shipment provided under the provisions of the present instructions.

18.2 No adjustment or recovery shall be made with respect to relocation grant payments made for assignments or appointments of less than one year.

18.3 The Secretary-General may grant an exception to the provisions of sections 18.1 (a) and 18.1 (b) in cases where, for reasons attributable to the Organization, such as abolishment of post, closure of a mission/office or organizational need, the staff member does not complete at least one year of service at the duty station for which the relocation grant was paid.

Part VI
Split shipments and the transportation of privately owned automobiles

Section 19
Split shipments

19.1 Split shipments, within the meaning of the present instruction, are limited to unaccompanied shipments, and refer to two consignments:

(a) Originating from one location but destined to two locations;

(b) Originating from two locations but destined to one location;

(c) Originating from two locations and destined to two locations, as authorized under section 19.3.

Relocation shipments under section 10.2 may not be split.

19.2 Shipments shall normally be made in one consignment. However, unaccompanied shipments for appointments of one year or longer provided in the present instruction may be split when the following conditions are met:

(a) The staff member requests the shipment entitlement to be split into no more than two shipments, which must be by surface means when this is the most economical means of transport;

(b) The combined weight or volume of the two shipments does not exceed the total entitlement;

(c) The request for split shipments relates to:

(i) The entire entitlement to unaccompanied shipment; or

(ii) The remaining portion of the shipment entitlement after the staff member has converted part of the surface entitlement to air freight under section 15.2 (c) of the present instruction.

19.3 Split shipments may be authorized between the following places of departure and destination:

(a) On appointment, assignment or transfer, one of the shipments must be to the initial or new duty station and may be from anywhere;

(b) On appointment, the other shipment may be from the place of recruitment to the place of home leave, or to the place where the staff member's spouse and/or dependent children reside;

(c) On assignment or transfer, the other shipment may be from the previous duty station to the new duty station, to the place of home leave or to the place where the staff member's spouse and/or dependent children reside;

(d) On separation, one of the shipments must be from the duty station, the other may be from anywhere. One of the shipments must be to the place of repatriation; the other may be to a location designated by the staff member, other than within the duty station area.

19.4 Subject to the weight and volume maxima established in section 9.3 above, the total cost of split shipments to be paid by the United Nations may not exceed the cost of shipping separately the actual weights or volumes of the two consignments between the single places of departure and destination.

19.5 Requests for split shipments shall normally be made before the staff member's departure or separation from service and not later than two months after arrival at the initial or new duty station or departure from the last duty station in the case of separation. However, where the assignment is for two years or more, the request for split shipments may be made within six months of arrival at the duty station.

Section 20
Transportation of privately owned automobiles

20.1 Pursuant to section 9.4 (d) above, the cost of transporting a privately owned automobile to a duty station may be partially reimbursed to a staff member holding an appointment other than a temporary appointment on appointment, transfer or assignment to a duty station designated for that purpose when the following conditions are met:

(a) The appointment or assignment is for a duration expected to be two years or longer. If the initial appointment or assignment was for a lesser period, the request may be made when the initial period is extended to two years or longer;

(b) The staff member is expected to remain at the duty station for a period of not less than 18 months following the date of arrival of the automobile at the port of entry in the country of the duty station. Reimbursement may also be authorized for a newly purchased automobile arriving at a later date if the staff member can show that, at the time it was ordered, he or she was expected to remain at the duty station for a period of not less than 18 months;

(c) The duty station to which the automobile is transported is in a country or territory listed in the information circular issued for that purpose by the Assistant Secretary-General for Human Resources Management;

(d) The staff member is not being provided with an automobile for both official and private use;

(e) Transportation is, in the opinion of the Secretary-General, reasonable in the circumstances. In making such determination in the case of an automobile previously in the possession of the staff member, account will be taken of such factors as the age of the automobile, the potential loss on resale if not transported and the relative price of automobiles in the locality and at the duty station.

20.2 Reimbursement shall not exceed 75 per cent of the total costs of transportation (including freight, insurance and handling charges), subject to a maximum of $1,875. In the case of a new automobile purchased at, and imported to, a duty station in a country or territory listed in the information circular referred to in section 20.1 (c) above, the demonstrable shipping costs charged by the dealer may likewise be reimbursed, provided that the costs are reasonable in all the circumstances (including place of shipment in relation to nearest source of supply).

20.3 Amounts reimbursed under the present section shall be recovered if the automobile is sold or shipped to another location away from the staff member's duty station before the end of the appointment or assignment or within three years of its

arrival at the duty station, whichever is earlier, unless in the opinion of the Secretary-General the sale or shipment away from the duty station is justified by a need to replace the automobile, for example, as a result of wear and tear.

20.4 No reimbursement shall be made for the cost of transporting privately owned automobiles upon separation from service.

Section 21
Shipping arrangements and claims

In making their shipping arrangements and claims under the present instruction, and in submitting requests for conversion of surface entitlements to air shipments, for split shipments, for transportation of privately owned automobiles or for storage, staff members shall follow the procedures set out in the information circular on excess baggage, shipments and insurance.

Part VII
Insurance

Section 22
Conditions of entitlement

22.1 A staff member's insurance entitlements shall be in accordance with the provisions of the present instruction.

22.2 Where storage of personal effects and household goods has been authorized, the Organization shall also pay the cost of insurance. Storage insurance related to the shipment while in transit is not included in the insurance entitlement, except when the Secretary-General determines that such storage is directly incidental to the transportation of the consignment.

22.3 In the case of unaccompanied shipments under sections 8 and 9 and relocation shipment provided in section 10, the staff member shall furnish the Organization, prior to shipment, with an itemized inventory, through form PT.78, of all articles, including containers such as suitcases, and the replacement value in United States dollars of each article in the shipments.

Section 23
Maximum insurance entitlements

23.1 The maximum insurance entitlement for unaccompanied shipments of staff holding a temporary appointment or staff holding fixed-term and continuing appointments assigned for less than one year shall be $1,600.

23.2 The maximum insurance entitlement for unaccompanied shipments of staff members holding an appointment other than a temporary appointment or assigned for one year longer shall be:

(a) $16,000 for the individual staff member;

(b) $8,000 for the first eligible family member;

(c) $4,800 for each additional eligible family member.

23.3 For relocation shipments under section 10.2, the maximum insurance coverage shall be:

(a) $80,000 for a staff member without a spouse or dependent child;

(b) $130,000 for a staff member with a spouse or dependent child.

23.4 The maximum insurance entitlement defined in section 23.3 above shall also apply to cover both the personal effects and household goods that may be stored under section 10.4 above and the personal effects and household goods that may be shipped under section 10.3.

23.5 The insurance coverage provided under sections 23.1, 23.2 and 23.3 above shall not include articles of special value for which special premium rates are charged. In such cases the cost above the normal premium for insuring standard items is payable by the staff member even if he or she is within the overall insurance entitlement.

Section 24
Additional insurance coverage requirement

Staff members who are subject to national income taxation in respect of their United Nations salaries are required to have additional insurance coverage for the difference between the full value and the coverage provided by the United Nations under section 23 of the present instruction for their personal effects and household goods while in transit or in storage.

Section 25
Insurance arrangements and claims

25.1 In making their insurance arrangements and claims under the present instruction, staff members shall follow the procedures set out in the information circular on excess baggage, shipments and insurance issued by the Assistant Secretary-General for Central Support Services.

25.2 Claims are payable at the rate in effect at the time of settlement.

Section 26
Final provisions

26.1 The present instruction shall enter into force on 1 July 2016.

26.2 Administrative instruction ST/AI/2015/1 is hereby abolished.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management

Annex

Summary of shipment entitlements

Accompanied excess baggage

Travel type	*Category A-E duty station*	*Category H duty stations*
Official travel by air authorized under staff rules 7.1 and 7.2	Up to 25 kg per traveller authorized to travel by the United Nations when calculated by airlines on the basis of weight, or one bag of up to 23 kg in addition to the free baggage allowance when calculated by the airlines on the basis of pieces and size of baggage	Up to 25 kg per traveller authorized to travel by the United Nations when calculated by airlines on the basis of weight, or one bag of up to 23 kg in addition to the free baggage allowance when calculated by the airlines on the basis of pieces and size of baggage

Conversion of accompanied excess baggage to unaccompanied shipment

Travel type	*Category A-E duty station*	*Category H duty stations*
Appointment, assignment, transfer, home leave, family visit, education grant or separation from service	An increase of an equivalent weight, up to 25 kg for the staff member, and each eligible family member authorized to travel, entitled to unaccompanied shipment	An increase of an equivalent weight, up to 25 kg for the staff member, and each eligible family member authorized to travel, entitled to unaccompanied shipment

Conversion of unaccompanied shipment to accompanied excess baggage

Travel type	*Category A-E duty station*	*Category H duty stations*
Home leave, family visit or education grant travel	50 kg or 0.31 m^3 may be converted into an additional 10 kg of accompanied excess baggage, in addition to the accompanied excess baggage of 25 kg for the staff member and each eligible family member authorized to travel	50 kg or 0.31 m^3 may be converted into an additional 10 kg of accompanied excess baggage, in addition to the accompanied excess baggage of 25 kg for the staff member and each eligible family member authorized to travel

Unaccompanied shipments on home leave, family visit or education grant travel

Travel type	*Category A-E duty station*	*Category H duty stations*
Travel on home leave, family visit or education grant travel	50 kg or 0.31 m^3 of unaccompanied shipment for the staff member and each family member authorized to travel in respect of each journey	50 kg or 0.31 m^3 of unaccompanied shipment for the staff member and each family member authorized to travel in respect of each journey
Education grant travel — first outward and final return journeys	200 kg or 1.24 m^3 of unaccompanied shipment to and from an educational institution	200 kg or 1.24 m^3 of unaccompanied shipment to and from an educational institution

Unaccompanied shipments for staff holding a temporary appointment

Travel type	*Category A-E duty station*	*Category H duty stations*
Travel on appointment and on separation from service	100 kg or 0.31 m^3 of unaccompanied shipment in respect of each journey	100 kg or 0.31 m^3 of unaccompanied shipment in respect of each journey

Unaccompanied shipments for staff members holding an appointment other than a temporary appointment

Travel type	*Category A-E duty station*	*Category H duty stations*
Assignments of less than one year	100 kg or 0.31 m^3 in respect of each journey	100 kg or 0.31 m^3 in respect of each journey
Appointment or assignment of one year or longer but less than two years	1,000 kg or 6.23 m^3 for the staff member and, where applicable, 500 kg or 3.11 m^3 for the first eligible family member and 300 kg or 1.87 m^3 for each additional family member	1,000 kg or 6.23 m^3 for the staff member and, where applicable, 500 kg or 3.11 m^3 for the first eligible family member and 300 kg or 1.87 m^3 for each additional family member

Relocation shipment

Travel type	*Category A-E duty station*	*Category H duty stations*
Travel on appointment or on change of duty station or separation from service of two or more years	Not applicable	Standard 20-foot container (equivalent to 33.2 m^3) for a staff member without a spouse or dependent child Standard 40-foot container (equivalent to 67.7 m^3) for a staff member with a spouse or dependent child residing at the official duty station

United Nations ST/AI/2016/5

Secretariat

1 July 2016

Administrative instruction

Settling-in grant

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4 and for the purpose of implementing the new relocation package, as approved by the General Assembly in its resolution 70/244, and the provisions of staff rule 7.14, hereby promulgates the following:

Section 1
General provisions

Purpose

1.1 The purpose of the settling-in grant (the "grant") is to provide eligible staff members with a reasonable cash amount for relocation on initial appointment, assignment or transfer to a duty station. It is the total compensation payable by the Organization for costs incurred by the eligible staff member and his or her family members as a result of an appointment, assignment or transfer involving relocation, as well as any pre-departure expenses that the staff member may incur as a result.

Elements

1.2 The grant consists of:

(a) A daily subsistence allowance (DSA) portion, payable in accordance with the provisions and criteria detailed in section 2; and

(b) A lump-sum portion, payable in accordance with the provisions and criteria detailed in section 3.

Eligibility

1.3 Staff members who are internationally recruited under staff rule 4.5 and who hold an appointment other than a temporary appointment shall be eligible for payment of the settling-in grant, provided they meet the requirements set out in the present instruction.

1.4 Staff members who are internationally recruited pursuant to staff rule 4.5 and who hold a temporary appointment shall be eligible for payment of the DSA portion of the grant for themselves only, subject to meeting the requirements set out in the

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present instruction. The staff members shall not be eligible for payment of the lump-sum portion of the grant or the DSA portion in respect of their family members.

1.5 An eligible staff member shall be entitled to payment of the grant when he or she has been authorized to proceed on travel involving relocation on initial appointment, assignment or transfer, and when the period of service at the new duty station is expected to be for at least one year.

1.6 The grant shall not be paid to a staff member recruited from the area within commuting distance of the duty station, unless he or she demonstrates that it was necessary to change accommodation as a direct consequence of the appointment with the Secretariat, for instance after moving out of a house formerly provided free of charge by his or her previous employer. Other accommodation changes within the area of commuting distance, and promotion or recruitment to the Professional category of a staff member previously serving in another category at the same duty station, shall not give rise to payment of the grant.

1.7 Pursuant to section 1.6 above, a staff member shall be eligible for payment of the grant when he or she has been authorized to proceed on travel involving relocation from beyond commuting distance and necessitating a change of accommodation, when the travel is within the same country.

1.8 When the assignment to a new duty station is for less than one year and the Secretary-General, under staff rule 3.7 (c) (ii), has decided to apply the post adjustment applicable to the duty station and related entitlements such as the settling-in grant, the grant shall be paid in accordance with the provisions of section 6.2.

Section 2
DSA portion

2.1 The DSA portion of the grant shall normally consist of subsistence allowance for 30 days:

(a) At the daily rate applicable at the duty station in respect of the staff member; and

(b) At half such daily rate in respect of each eligible family member for whom the staff member had an entitlement to travel expenses to the duty station at the time of initial appointment, assignment or transfer to the duty station, and for whom such travel expenses have been paid by the Organization. A child born or adopted or a spouse recognized after the time of initial appointment shall not give rise to payment of DSA, regardless of whether the Organization provides travel to the duty station.

2.2 The rates mentioned in section 2.1 shall be the ones in effect in the duty station on the date of arrival at the duty station of the staff member and the staff member's eligible family member, as appropriate.

2.3 At duty stations other than those classified in the H category, the normal 30-day period may be extended up to a maximum of 90 days, in accordance with staff rule 7.14 (c) (ii). The extension of the DSA payment may be granted in the event that a staff member is obliged to make continued use of hotel accommodation for more than 30 days owing to the lack of reasonable apartments or houses at the duty station. The amount of the grant during the extended period shall be up to 60 per cent of the prevailing DSA rate on the date of arrival at the duty station.

2.4 Only the DSA portion of the grant shall be payable to locally recruited staff members who, after temporarily being converted to the Field Service category, have been absent from their parent duty station for at least one year and return to the duty station to assume their duties.

DSA portion in respect of eligible family members

2.5 Entitlement to the DSA portion of the grant in respect of any eligible family member shall arise when the following conditions are met:

(a) The family member travels at United Nations expense, in compliance with the rules governing official travel of family members; and

(b) The family member arrives at the duty station at least six months prior to the date on which the staff member's service at the duty station is expected to end. This requirement may be waived in respect of dependent children attending an educational institution outside the duty station.

Computation and currency of payment

2.6 The DSA portion of the grant at each duty station shall be paid in accordance with the provisions of the administrative instruction on the system of daily subsistence allowance,[1] subject to the following adjustments:

(a) When a special DSA rate has been established for specified hotel(s) at a particular location, the special rate shall be payable only upon provision of a certification from the senior administrative officer concerned that the staff member or an eligible family member had no alternative but to stay for a number of days at that specified hotel, and upon presentation of hotel receipts. The remainder of the DSA portion of the grant shall be calculated on the basis of the regular DSA rate for the duty station;

(b) When the normal 30-day period has been exceptionally extended in accordance with section 2.3, the DSA portion of the grant for the period of the extension may not exceed 60 per cent of the applicable DSA rate.

2.7 The DSA portion of the grant shall normally be paid in United States dollars, subject to the rules governing currency of payment of salaries and allowances.[2]

Section 3
Lump-sum portion

3.1 In addition to any amount of grant paid under section 2 above, a staff member who is appointed or assigned to a duty station for one year or longer shall receive a lump-sum payment of one month's net base salary and, where appropriate, post adjustment at the duty station of assignment, as defined in sections 3.3 and 3.4.

3.2 The lump-sum portion of the grant shall not be payable to locally recruited staff members who return to their parent duty station after an assignment during which they were temporarily converted to the Field Service category.

[1] ST/AI/2014/2, entitled "System of daily subsistence allowance", or as amended.
[2] ST/AI/2001/1, entitled "Currency and modalities of payment of salaries and allowances", or as amended.

Computation

3.3 For staff in the Professional and higher categories and the Field Service category, the emoluments used for computation of the lump-sum portion of the grant shall consist of the staff member's net base salary and post adjustment at the duty station of appointment or assignment, at his or her grade and step on the date of appointment or reassignment.

3.4 For internationally recruited General Service staff, the emoluments used for computation of the lump-sum portion of the grant shall consist of the net base salary at the grade and step of the staff member on the date of appointment or assignment, plus language allowance, if any.

Currency of payment

3.5 The lump-sum portion of the grant shall normally be paid in United States dollars, subject to the rules governing currency of payment of salaries and allowances.[2]

Section 4
Special conditions applicable when both spouses are staff members

4.1 When a staff member is married to another staff member or to a staff member of another organization of the United Nations common system and each spouse travels on appointment, transfer or assignment at the expense of the Organization to the same duty station:

(a) Each staff member shall receive the DSA portion of the grant for himself or herself, computed in accordance with section 2;

(b) The DSA portion in respect of dependent children travelling to the duty station shall be paid to the staff member on whom they are recognized as being dependent;

(c) Only one lump sum shall be paid, normally to the spouse employed at a higher grade and on the basis of his or her emoluments.

4.2 When both spouses travel on appointment, transfer or assignment at the expense of the Organization to different duty stations:

(a) Each staff member shall receive the DSA portion of the grant for himself or herself, computed in accordance with section 2;

(b) The DSA portion in respect of dependent children travelling to one of the duty stations where their parents are assigned shall normally be paid to the parent on whom they are recognized as being dependent, unless the child accompanies the other parent and both staff members request that the DSA portion be paid to that other parent;

(c) Each staff member shall receive the lump-sum portion applicable to his or her situation, in accordance with section 3.

Section 5
Timing of payment of the grant

5.1 The DSA portion of the grant in respect of the staff member and the lump-sum portion are normally payable on the actual date of arrival at the duty station, or on the date of recruitment to an appointment giving rise to payment of the grant.

5.2 The DSA portion of the grant in respect of eligible family members is payable on the actual date of arrival of each family member at the duty station and not earlier than the arrival date of the staff member at the duty station.

Advance against lump-sum portion

5.3 An advance of 80 per cent of the lump-sum portion of the grant, as computed at the time the advance payment is made, may be paid up to three months in advance of travel of a staff member assigned or transferred to a new duty station.

5.4 No advance against the lump-sum portion may be made in the case of initial appointments.

5.5 When an advance is paid, the releasing office shall so notify the receiving office, which shall make the necessary adjustments upon the staff member's arrival at the new duty station.

Section 6
Adjustment/recovery

Return to the same duty station

6.1 When a change of official duty station or a new appointment involves a return to a place at which the internationally recruited staff member was previously stationed, and where a settling-in grant had been paid, the full amount of the grant (composed of both the DSA and lump-sum portions, where applicable) shall be paid only when the staff member has been absent from that place for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full amount of the grant (i.e. DSA and lump sum) that the completed months of absence bear to 12 months.

Assignment of less than one year

6.2 When the assignment to a new duty station is for less than one year and the Secretary-General has decided to pay post adjustment and related entitlements, including settling-in grant, as provided in section 1.8, and pursuant to staff rule 3.7 (c) (ii):

(a) The DSA portion of the grant shall be paid in full;

(b) The lump-sum portion, where payable in accordance with section 3, shall be prorated in the proportion that the number of months of appointment bears to 12 months.

Should the appointment or assignment be subsequently extended to one year or longer at the same duty station, the staff member shall receive the balance of the lump-sum portion which would have been paid had the initial appointment been for one year or longer.

6.3 Pursuant to staff rule 7.10, staff members shall receive an appropriate daily subsistence allowance for periods of duty away from their official duty station, provided that such period does not exceed the maximum duration under staff rule 4.8. Any extension of such assignment, in accordance with staff rule 4.8, shall result in a change of duty station and payment of the post adjustment and related entitlements, notwithstanding staff rule 3.7 (c). The change in duty station may also result in the payment of a settling-in grant (both DSA and lump-sum portions, where applicable), provided the following conditions are met:

(a) The total expected period of service at the duty station, including the period during which the staff received the subsistence allowance, is at least 12 months;

(b) The extension occurs at least six months prior to the expected end of the appointment or assignment at the duty station.

However, when subsistence allowance has been paid for a period not exceeding the maximum duration under staff rule 4.8, and the assignment is extended to reach a total period of less than 12 months, including the period during which the staff received the subsistence allowance, the staff member is not entitled to the DSA portion of the grant. Only the lump-sum portion of the grant shall be paid in accordance with sections 3 and 6.2 (b).

Reduction in period of service at the duty station

6.4 In cases where the staff member has not completed the period of service, except for reasons as noted in section 6.5, in respect of which the settling-in grant has been paid, the grant shall be adjusted proportionately and recovery made as follows:

(a) The DSA portion of the grant paid on arrival at the duty station shall normally not be recoverable; and

(b) The lump-sum portion of the grant shall be prorated and recovered or adjusted in the proportion that the period of service at the duty station bears to one year.

6.5 The Secretary-General may grant an exception to the provisions of section 6.4 for compelling and/or compassionate reasons (e.g. health, reduction of the duration of an appointment or assignment at the direction of the Organization, i.e. due to closure or restructuring of a department/office, or for other reasons beyond the control of the staff member). In such instances there shall be no prorating of any portion of the grant.

Section 7
Transitional measures

7.1 For staff members who were paid an assignment grant on or prior to 30 June 2016, the following provisions will apply to the lump-sum portion of the assignment grant.

7.2 A staff member who is appointed or reassigned for one year or longer to a category A to E duty station, and does not have a removal entitlement, shall receive a lump-sum payment equivalent to:

(a) One month's net salary and, where appropriate, post adjustment at the duty station of assignment if the duration of the assignment is expected to be of one year or longer but less than three years; or

(b) Two months' net salary and, where appropriate, post adjustment at the duty station of assignment if the assignment is expected to be for three years or longer.

7.3 The lump-sum portion of the grant shall be adjusted or recovered when the staff member has not completed the period of service in respect of which the lump-sum portion of the assignment grant has been paid. When a two-month lump sum has been paid and the completed period of service at the duty station is less than three years, the lump sum shall be adjusted/recovered as follows:

(a) If the completed period of service at the duty station is less than one year, the first month's lump sum shall be prorated and recovered/adjusted in the proportion that the period of service bears to the first year (12 months) of assignment. The second month's lump sum shall be recovered in full;

(b) If the completed period of service at the duty station is one year or more but less than two years, there shall be no recovery in respect of the first month's lump sum, but the second month's lump sum shall be recovered in full;

(c) If the completed period of service at the duty station is more than two years but less than three years, there shall be no recovery in respect of the first month's lump sum, but the second month's lump sum shall be prorated and recovered/adjusted in the proportion that the completed period of service in the third year of assignment (i.e., the period exceeding 24 months) bears to the third year (12 months) of assignment.

If the completed period of service at the duty station is three years or more, the lump sum shall not be recovered/adjusted.

7.4 These transitional measures are applicable only to any appointment, assignment or transfer with an effective date on or prior to 30 June 2016. The transitional measures shall cease to be in effect from 30 June 2019.

Section 8
Final provisions

8.1 The present instruction shall enter into force on 1 July 2016.

8.2 Administrative instruction ST/AI/2012/1, entitled "Assignment grant", is hereby abolished.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management

United Nations ST/AI/2016/6

Secretariat

1 July 2016

Administrative instruction

Mobility and hardship scheme

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing General Assembly resolution 70/244 and staff rules 3.13, 3.14 and 3.15, hereby promulgates the following:

Section 1
General provisions

Purpose

1.1 The mobility and hardship scheme includes the following non-pensionable allowances:

(a) A mobility incentive, which varies according to the number of assignments and the purpose of which is to provide an incentive for the geographic mobility of staff;

(b) A hardship allowance, the purpose of which is to compensate for the varying degrees of hardship at different duty stations;

(c) A non-family service allowance, the purpose of which is to recognize service in non-family duty stations.

Eligibility

1.2 Staff in the Professional and higher categories (i.e. international Professional staff), staff in the Field Service category and internationally recruited General Service staff under staff rule 4.5 shall be eligible for payment of the allowances under this scheme, provided they meet the requirements set out in section 1.3 and the particular conditions governing each allowance, as set out in sections 2, 3 and 4 below.

1.3 Eligibility for the mobility incentive under this scheme shall require an appointment to a duty station, or a reassignment to a new duty station, for a period of one year or longer, normally giving rise to a settling-in grant under staff rule 7.14. However, some of the allowances may also be paid when an assignment with payment of a daily subsistence allowance is subsequently extended to one year or

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longer, in which case the allowances may be paid as of the first day following discontinuation of the subsistence allowance.

1.4 The hardship and non-family service allowances are payable irrespective of the appointment type and duration, as provided in sections 3.2 and 4.1 below.

1.5 The allowances under this scheme are not considered expatriate benefits and may be paid to eligible staff members serving in their home country.

Category and designation of duty stations

1.6 All duty stations are placed by the International Civil Service Commission in one of six categories: H and A to E. Duty stations in category H are headquarters and similarly designated locations where the United Nations has no development or humanitarian assistance programme, or locations in countries that are members of the European Union. The A to E categories comprise all other duty stations, classified by order of difficulty of conditions of life and work. Staff are informed of the category of their duty station on an annual basis or more frequently if there is a change in classification.

1.7 For the purpose of payment of the non-family service allowance, a duty station will be designated as "non-family" by the Chair of the International Civil Service Commission where the Department of Safety and Security of the Secretariat decides that, for reasons of safety and security, all eligible dependants are restricted from being present at the duty station for a period of six months or longer.

Amount

1.8 The amount of the allowances payable to each eligible staff member may vary by grade level and depends:

(a) For the mobility incentive, on the number of assignments of a staff member;

(b) For the hardship allowance, on the hardship classification of the duty station where the staff member is serving;

(c) For the non-family service allowance, on whether the duty station has been designated a non-family duty station and the staff member has any dependants.

1.9 For the purposes of this scheme only, for Field Service staff in grades FS-1 to FS-6, the amount of the allowances referenced in section 1.8 shall be determined by reference to the amounts for staff at grades P-1 to P-3 in the Professional and higher categories. For staff members in grade FS-7, the amounts for grade P-4 in the Professional and higher categories apply.

1.10 For internationally recruited General Service staff, the amounts paid shall be the same as those for staff at the P-1 to P-3 levels in the Professional and higher categories.

1.11 When staff members eligible for payment of the allowances are on assignment or travel status and receive a daily subsistence allowance as a result, the allowances shall continue to be paid on the basis of their appointment at the parent duty station. Staff members on travel status at non-family duty stations are not eligible for payment of the non-family service allowance unless they are eligible on the basis of their appointment to their parent duty station.

1.12 When two staff members are married to each other and each is entitled to the non-family service allowance, each shall be paid at the rate applicable to a staff member without a dependant. If there are one or more dependent children, the non-family service allowance shall be paid at the rate applicable to a staff member with a dependant to the staff member in respect of whom the child or children are recognized as dependants. The same provision shall apply when one of the spouses is a staff member of another organization of the United Nations common system.

1.13 The amounts payable under the mobility and hardship scheme are set out in the annex to the present instruction:

(a) Mobility incentive (table 1);

(b) Hardship allowance (table 2);

(d) Non-family service allowance (table 3).

Section 2
Mobility incentive

Qualifying service

2.1 To qualify for payment of the mobility incentive, a staff member must have five years' prior continuous service on a fixed-term or continuing appointment[1] as a staff member in the United Nations or another organization of the common system and assigned to a category A to E duty station. When qualifying service has been broken by separation from service as defined in staff rule 9.1, such service accrued before the separation shall be forfeited and a new period shall begin upon the staff member's re-employment. Service credited towards the five-year service requirement may include service as a staff member in one of the categories eligible for payment of the allowance under section 1.2, as well as prior service in a non-eligible category when allowed under section 2.6.

2.2 At all duty stations classified in categories A to E, the mobility incentive is payable from the second assignment, provided the requirement of five years' continuous service has been met.

2.3 Service shall not be considered as broken by periods of special leave, but full months of special leave without pay shall not be credited towards the five-year service requirement.

2.4 Staff members holding temporary appointments are not eligible to receive the mobility incentive, regardless of any exceptional extension of their appointment beyond 364 days.

Determining the assignment number

2.5 For the purpose of the present instruction, the term "assignment", when determining the assignment number of the staff member, shall be understood to mean either the initial appointment of a staff member to a duty station or the transfer, reassignment or assignment of a staff member to a new duty station for a

[1] In accordance with staff rule 13.1 (a), all permanent appointments shall be governed by the terms and conditions applicable to continuing appointments under the Staff Regulations and the Staff Rules, except as provided otherwise under the same staff rule 13.1 (a)).

period of one year or longer, including duty stations classified as headquarters duty stations.

(a) Initial appointments of one year or longer, whether or not official travel was required or such appointment gave rise to a settling-in grant, and assignments of one year or longer which involve a change of duty station, shall be counted as one assignment, provided the staff member completes a minimum one-year period of service in the duty station;

(b) If a staff member is assigned to a duty station for a period of one year or longer and such time is subsequently reduced at the initiative of the Organization to less than one year, such service may be counted as an assignment on an exceptional basis.

2.6 Counting of assignments shall be made as follows:

(a) Exceptional periods of service on daily subsistence allowance for a period of one year or longer at the same duty station shall be counted as one assignment, but only upon reassignment or transfer to a new parent duty station;

(b) For staff members who were previously locally recruited in the General Service and related categories or as National Professional Officers and who become eligible for payment of the incentive upon promotion to a category eligible for such payment following a competitive examination under staff rule 4.16, all prior periods of service of one year or longer in the country of recruitment shall be counted as one assignment provided there is no break in service or separation from the organization;

(c) For locally recruited staff members in the General Service and related categories who are assigned to another duty station, or to a field mission, outside the country of recruitment and as a result become eligible for payment of the incentive, the corresponding periods of service of one year or longer shall be counted in the same manner as for staff in the Professional category. Prior service in the country of recruitment as a locally recruited staff member shall be counted as one assignment, in accordance with section 2.6 (b);

(d) For staff members who had previously served under an appointment of limited duration governed by the 300 series of the Staff Rules for a total period of at least one year and who became eligible for payment of the incentive upon conversion of the 300-series appointment, the combined periods of prior service shall be counted as one assignment;

(e) Transfers, secondments and loans to other organizations of the United Nations common system shall be counted in the same manner as movements within the Organization;

(f) Periods of service under a fixed-term appointment of one year or longer as a Junior Professional Officer/Associate Programme Officer or as an Associate Expert shall be counted, notwithstanding the provisions of section 2. Periods of service as a United Nations Volunteer shall not be counted;

(g) Periods of service on a temporary appointment shall not be counted.

Duration

2.7 After five years of continuous service at one duty station, payment of the mobility incentive will cease. The count towards the five years begins as of the effective entry on duty date of the appointment or effective start date of the assignment at the duty station, regardless of whether the staff member is eligible for the incentive at the start of the count. Periods of service away from the parent duty station on assignment or travel status shall not suspend the counting of five years. Full months of special leave without pay shall suspend the counting of five years, and the count shall resume upon return to service.

2.8 In the exceptional case of staff members who remain at the same duty station at the explicit request of the Organization or for compelling humanitarian reasons, the payment of the mobility incentive shall be payable for one additional year, but in no case for more than a total of six years.

Section 3
Hardship allowance

3.1 The hardship allowance shall be payable to eligible staff members who are assigned to duty stations classified in categories B, C, D and E from the beginning of their first assignment to any of those duty stations for the duration of their assignment to those locations.

3.2 Eligible staff members who meet the requirement in section 3.1 above shall be eligible for the hardship allowance upon taking up their first assignment, irrespective of whether they receive a settling-in grant.

3.3 If there is a change in the category of the duty station to which a staff member is assigned during the course of an assignment, an appropriate adjustment shall be made in the amount to which the staff member is entitled or the allowance shall be discontinued if no amount is payable, as of the effective date of the implementation of the hardship classification.

Section 4
Non-family service allowance

4.1 The non-family service allowance shall be payable to eligible staff members who are assigned to duty stations designated as non-family from the beginning of their assignment and for the duration of their service in a non-family duty station. No payment of the allowance shall be made when the presence of a family member is exceptionally approved, irrespective of whether other eligible family members continue to remain outside the non-family duty station. The allowance shall not be payable for the duration of the family member's presence in the duty station.

4.2 If there is a change in the designation of the duty station from family to non-family during the course of a staff member's appointment or assignment to the duty station, the non-family service allowance shall be payable as of the effective date of the change in the duty station designation.

4.3 If there is a change in the designation of the duty station from non-family to family during the course of a staff member's appointment or assignment to the duty station, the allowance shall be discontinued following a transition period:

(a) For staff members with no dependants, the allowance is discontinued three months after the effective date of change in the duty station designation;

(b) For staff members with dependants, the allowance is discontinued after three months, but may be payable for an additional three months (six months in total), following the effective date of change in the duty station designation or until an eligible family member joins the staff member at the duty station, whichever is earlier.

4.4 The non-family service allowance is not payable to staff members appointed or assigned to a duty station on or after the effective date of change in the duty station designation to family.

Section 5
Modalities of payment of the allowances

5.1 The allowances are established and shall normally be paid in United States dollars. Should the staff member request payment of salary and allowances in another currency, in accordance with the provisions of administrative instruction ST/AI/2001/1 on currency and modalities of payment of salaries and allowances, payment shall be made at the United Nations operational rate of exchange prevailing on the date the payment is made. No adjustments shall be made to account for changes in exchange rates once the payment has been made.

5.2 The allowances shall be paid on a monthly basis.

Section 6
Adjustments of payments

Adjustments or discontinuation of payments shall be made when applicable as a result of change of duty station, change of dependency status, change of designation or classification of duty station, promotion, completion of five or six years of continuous service at the duty station, as applicable, period on special leave or separation. An adjustment shall also be made if a staff member receives a special post allowance to a higher level that would bring the staff member's entitlement into another range (this would normally apply to special post allowances at the P-4, D-1 or FS-7 level), thus giving rise to a higher amount of allowances in accordance with the amounts specified in the tables in the annex.

Section 7
Relationship to other allowances and entitlements

7.1 Amounts paid on account of the mobility and hardship scheme shall not be taken into account in the calculation of the rental subsidy to which staff members may be entitled.

7.2 A staff member shall not be eligible to receive payment of the non-family service allowance while concurrently receiving the security evacuation allowance for eligible family members. Accordingly, payment of the security evacuation allowance shall cease upon payment of the non-family service allowance.

7.3 Notwithstanding section 7.2, a staff member in receipt of the non-family service allowance who is temporarily relocated or evacuated from a non-family duty

station will continue to be eligible for payment of the security evacuation allowance for himself or herself under the provisions of the security management system.

Section 8
Transitional measures

8.1 Staff members in receipt of non-removal allowance on 30 June 2016 shall continue to receive payment of the allowance for up to five years at the same duty station or until the staff member moves to another duty station, whichever is earlier.

8.2 Staff members in receipt of mobility allowance on 30 June 2016 shall continue to receive payment of mobility allowance for up to five years at the same duty station or until the staff member moves to another duty station, whichever is earlier.

8.3 In the event of any delay in implementation of the provisions of the present instruction, retroactive adjustments shall be made as appropriate.

8.4 The assignment number properly determined for purposes of the mobility allowance, as counted in accordance with the provisions of administrative instruction ST/AI/2011/6 and Amend.1, shall continue to be recognized prospectively for the purposes of the mobility incentive. The present administrative instruction shall not affect a staff member's assignment number retroactively, provided the assignment number was properly determined in accordance with administrative instruction ST/AI/2011/6 and Amend.1.

Section 9
Final provisions

9.1 The present administrative instruction shall enter into force on 1 July 2016.

9.2 Administrative instruction ST/AI/2011/6 and Amend.1, entitled "Mobility and hardship scheme", is hereby abolished.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management

Annex

Amounts payable under the mobility and hardship scheme

(Effective 1 July 2016)

Table 1
Mobility incentive
(Annual amounts in United States dollars)

Group 1 (P-1 to P-3)

	Number of assignments			
Duty station category	*1*	*2-3*	*4-6*	*7+*
A to E	–	6 500	8 125	9 750

Group 2 (P-4 and P-5)

	Number of assignments			
Duty station category	*1*	*2-3*	*4-6*	*7+*
A to E	–	8 125	10 156	12 188

Group 3 (D-1 and above)

	Number of assignments			
Duty station category	*1*	*2-3*	*4-6*	*7+*
A to E	–	9 750	12 188	14 625

Table 2
Hardship allowance
(Annual amounts in United States dollars)

Duty station category	*Group 1 (P-1 to P-3)*	*Group 2 (P-4 and P-5)*	*Group 3 (D-1 and above)*
H	–	–	–
A	–	–	–
B	5 810	6 970	8 140
C	10 470	12 780	15 110
D	13 950	16 280	18 590
E	17 440	20 920	23 250

Table 3
Non-family service allowance
(Monthly amounts in United States dollars)

Staff member with a dependant	1 650
Staff member without a dependant	625